

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DNR09412367</u> | DATE POSTED: | <u>08/16/16</u> |
| POSITION NO: | <u>949673</u> | CLOSING DATE: | <u>08/29/16</u> |
| POSITION TITLE: | <u>Programs and Projects Specialist</u> | | |
| DEPARTMENT NAME / WORKSITE: | <u>DNR/ Navajo AML Reclamation/UMTRA Department/ Window Rock, AZ</u> | | |
| WORK DAYS: | <u>Monday - Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS: | <u>8:00 AM - 5:00 PM</u> | PART TIME: | <input type="checkbox"/> |
| | | SEASONAL: | <input type="checkbox"/> |
| | | TEMPORARY: | <input type="checkbox"/> |
| | | NO. OF HRS./WK.: | <u> </u> |
| | | DURATION : | <u> </u> |
| | | GRADE/STEP: | <u>AB63A</u> |
| | | \$ | <u>37,065.60</u> PER ANNUM |
| | | \$ | <u>17.82</u> PER HOUR |

DUTIES AND RESPONSIBILITIES:

Work under the supervision of the Department Manager III. Handle grants management pursuant to Navajo Nation policies, OMB A-87 Circulars and the Federal Assistance Manual. Compile and prepare grant narrative reports and coordinate with Financial Services on grant financial reports; provide guidance and direction on forms, budgets, policies, reports, etc. Address and resolve grants, contracts, budgets and account issues, serve as Budget Liaison with the Division of Natural Resources, prepare and submit financial reports/assignments and grant reports as needed. Assist with contract management, record and property management, personnel management.

Assist with planning, developing annual goals & objectives; perform a variety of administrative functions, e.g., addressing issues related to project or program activities and evaluating & generating reports on progress.

Attend department and division meetings; represent project/program and coordinate activities with Navajo Nation officials, governmental representatives, and the public; maintain communications with all staff within the department and other programs; and assist with the preparation of meeting and events.

Carry out a share of work performed at the senior level; resolve the most demanding management and administrative problems that are fairly standardized; advise in the development of program activities; acquaint management staff of the overall problems confronting the program. Supervise the Office Specialist and Senior Office Specialist and handle delegation in the absence of Department Manager III.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field.

Special Requirements:

- Must possess a Valid State Drivers License

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, accounting & financial procedures and practices; Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities; budgeting and reporting system, program analysis and performance measures. Knowledge of OMB A-87 Circulars, budgeting process, Navajo Nation FMIS system, Navajo Nation P-Card system, computer software; MS Excel and database/spreadsheet applications. Must have excellent writing and communications skills. Must have some experience in supervisory skills and management. • Must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. • Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.